

DEPARTMENT OF DEVELOPMENTAL SERVICES  
JOB OPPORTUNITY  
FISCAL ADMINISTRATIVE MANAGER 1

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Agency Employees Only

**Location:** Business Office, Wallingford, CT

**Job Posting No:** 022313

**Hours:** First Shift, Full-Time  
Monday-Friday, 8:00am-4:30pm

**Salary:** \$85,099 annually

**Closing Date:** June 11, 2012

**Eligibility Requirement:** Candidates must have applied for and passed the Fiscal Administrative Manager 1 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Knowledge, Skills and Abilities:** This position is the fiscal manager for 8 Professional and 15 Para-professional staff who perform fiscal services relating to DDS operated ICF and waiver programs as well as fiscal operations associated with supports to families. The Fiscal services include fiduciary activities for client funds. This is required to comply with Social Security regulations, ICF requirements and DDS licensing requirements. The fiscal services also include commodity and service procurement, bill paying related to the operation of both ICF and Waiver funded facilities.

The position manages staff involved with accounting, fiduciary accounting, purchasing, accounts payable, budget management, oversight of monthly CFSR, acts as liaison with Regional Management and Central Office contracts and grant administration with a total budget of over 210 million dollars.

Needs to be proficient in CORE and Excel

**General Experience:** Nine (9) years of experience in a combination of fiscal/administrative functions (e.g. , accounting, accounts examining, budget management, grants administration, personnel, payroll, purchasing) at least one (1) of which must be an accounting fuctions.

**Special Experience:** One (1) year of the General Experience must have been supervising professional level staff.

**Substitutions Allowed:**

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in public administration, business administration, or accounting may be substituted for one (1) additional year of the General Experience.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a CT-HR-12 employment application which can be located at [www.das.state.ct.us](http://www.das.state.ct.us), cover letter, resume, last two (2) performance appraisals or two (2) letters of reference. Please reference the position number on submitted documentation. **Incomplete application packets will not be accepted.** All application materials must be received by 11:59pm on the closing date provided above. Appointment to this position will be made in accordance with applicable collective bargaining, statutory and SEBAC requirements.

DEPARTMENT OF DEVELOPMENTAL SERVICES  
104 SOUTH TURNPIKE ROAD  
WALLINGFORD, CT 06492  
FAX: 203-294-5160 OFFICE: 203-294-5123

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.